AIM Data Checklist
FALL CAREER &TECHNICAL EDUCATION (CTE) COLLECTION

_____ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap."*

_____ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or Enrollment End Status Codes.)

_____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)

_____ Verify that all completed Special Education ERs and IEPs are locked.

_____ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. (MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge)

_____ Follow the OPI Fall CTE Collection Guide to:
_____ Enter CTE Post Grad Status and Date Contacted for each student identified as a CTE Concentrator the previous year.

_____ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student CTE Concentrators; and >CTE Missing Post Grad Status or Date Contacted"

_____ ReSync enrollment data after uploading files (MT Edition users only) or running certain processes or wizards (for District Edition or MT Edition Value Added users only).

All AIM guides and documents referred to in this checklist are available at
http://opi.mt.gov/Reports-Data/AIM/

More Helpful AIM Links:

_____ Review the AIM Collection Schedule.

_____ Review the AIM New User Guide.

_____ Submit an AIM District Contact Update Form.

_____ Subscribe to the AIM Mailing List (and other lists of interest) at: OPI Email Subscriptions.

For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-888-424-6681.